

STATE OF MAINE
DIRECT HIRE CAREER OPPORTUNITY
Director Staff Training and Development

Date Issued: December 19, 2011
Pay Grade: 27
Job Class Code: 0226

Date Closed to Application: January 7, 2012
Bargaining Unit: Confidential
Salary: \$44,740 - \$61,401

*Value * of State-paid Health Insurance*

Level 1: 95% State Contribution (employee pays 5%)	\$345.58 bi-weekly
Level 2: 90% State Contribution (employee pays 10%)	\$327.39 bi-weekly
Level 3: 85% State Contribution (employee pays 15%)	\$309.20 bi-weekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State paid Dental Insurance: \$13.69 bi-weekly

Value of State's share of Employee's Retirement: 16.54% of pay

DESCRIPTION: As the Director of Staff Development and Training, you will be responsible for planning, developing, administering, and evaluating staff education and training programs, policies, and systems. You work will include collaboration with and functional oversight of training in correctional facilities and in community correctional programs statewide.

To be successful in this field, you will need to have knowledge in areas such as:

- Organizational development theories, principles, and practices.
- Principles and methods for designing and delivering correctional training programs.
- Management and supervisory practices, rules, and laws.

As well, you must have the ability to:

- Work in a leadership capacity with a wide variety of groups.
- Advise and consult on organizational development issues.
- Consult with managers, supervisors, line staff, trainers, others in ensuring quality of services.
- Integrate operational and functional program services.
- Represent the Department of Corrections in presentations.

MINIMUM QUALIFICATIONS: A ten year combination of education/training/professional experience which demonstrates progressively responsible experience in training, staff development, organizational development, and/or human resource development.

TO APPLY: Send a Direct Hire application, cover letter and resume to the attention of Brenda Hernandez, State House Station #111, Augusta, Maine 04333. E-mail Brenda.hernandez@maine.gov. 287-4511. Fax: 287-6092.